



CITY OF EASTHAMPTON • MASSACHUSETTS
OFFICE OF THE MAYOR
Nicole LaChapelle

**Parking Space to Dining or Retail Conversion
Application Form– May 2022**

Pursuant to the Mayoral Order issued on April 26, 2022, businesses on Main Street, Union Street and Cottage Street may apply to convert parking spaces or other public property to dining or retail areas.

Any business may make an application to convert public parking or property for the use as restaurant dining or retail space subject to the approval of Police, Fire, DPW and Health. Public safety concerns and requirements are of highest priority and a request may be denied if concerns related to public safety are not met (please note: yellow painted lines in the roadway cannot be blocked and cannot be used for dining or retail areas). Applicants are encouraged to consider options on private property. No alcohol shall be served in spaces expanded onto public property or expanded spaces on private property.

Application

Please complete this form to the extent feasible and submit it to the City Planner by email (jbagg@easthamptonma.gov). Once complete, the form and associated plans will be sent Police, DPW, Health Department, and Mayor's office, for review and approval. To the extent possible, these applications will be reviewed and either approved, additional information requested, or denied within 48 hours.

Required Information

1. Please submit a map and/or photographs of the area to be used, with dimensions.
2. Please describe the materials to separate areas from cars (with an emphasis on concrete barriers):

3. Please describe a plan to meet ADA compliance (minimum 36" pathways, ADA seating options, and slope requirements (click [here](#) for state guidance).

4. Please provide a timeline for how long it will be in place:

5. Please list and identify who will be responsible for managing the space, including a plan for trash management

6. Please describe any exterior lighting (if applicable), exterior heating (if applicable)

7. Please list the anticipated hours of operation

Conditions

Any such request that is approved may be implemented immediately in compliance with all other orders, requirements, or provisions of local and state regulations and shall be in place no later than November 30, 2022. Applicants shall be solely responsible for all costs associated with any conversion and must be separated from vehicles by concrete barriers.

Signature of applicant

Date

Applicant name (please print): _____

Business name and address: _____

Applicant telephone: _____

Applicant email: _____